

F & A/RDS/PROGRAM ACCOUNTABILITY AND REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient: _____

Monitor: _____

Grant/Contract No: _____

Funding Source: _____

Date of Visit: _____

LWIB DESKTOP REVIEW

- 1. Do members of the business community represent at least 51 percent of the Local Workforce Investment Board?**
20 CFR 661.200(e)
Reference: Listing of Board members and organizations they represent (obtain from LWIA)
- 2. Is the Board chairperson a business representative?**
20 CFR 661.200(g)
Reference: WIA Section 111(c) (i)
- 3. Is the Board represented by at least two members from Education, Labor, CBO's or Economic Development?**
WIA sec. 111(b)(1)(C (iii)-(v)
Reference: WIA Section 117(vii)
- 4. Are the required One-Stop Partners represented on the Local Board?**
WIA sec. 117(b)(2)(A)(i-vi)
Reference: WIA Section 111(c)-(viii)
- 5. Is there evidence that the Board has met at least once a year?**
WIA Sec. 117(2)(d)(1)
Reference: State Planning Guidance
- 6. Are local Board meetings open to the public and announced in advance?**
WIA Sec. 117(e)
Reference: State Planning Guidance and/or WIA Section 111 (9)(f)
- 7. Has the Board coordinated with local economic development?**
20 CFR 661.305 (a) (7)
Reference: State Planning Guidance

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8. Has the local Board established the local performance measures?

WIA sec. 117 (d)(5)

20 CFR 661.305(a)(5)

Reference: State Planning Guidance

9. Has the Board established a Youth Council as a subgroup of the Board?

WIA sec. 117(h)

10. Is the Youth Council represented by :

- **Members of the local Board with special interest or expertise in Youth Policy.**
- **Members of juvenile justice and law enforcement.**
- **Individuals or former participants of youth service organizations, and**
- **Members of Job Corps.**

WIA sec. 117(h)(2)(A)-(B)

11. Is the Youth Council:

- **Developing the portions of the local plan relating to eligible youth.**
- **Recommending eligible providers for competitive grants or contracts.**
- **Conducting oversight of eligible youth providers.**
- **Coordinating Youth activity.**

WIA sec. 117(h)(4)(A)-(D)

12. Has the local Board entered into an MOU with the One-Stop?

WIA sec. 121 (a)(1)

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- 13. Is the designated One-stop entity eligible to receive funds under WIA 1998, as follows:**
- Designated through either a competitive process or through a consensus reached by the LWIA partners.
 - Is a public or private entity, or consortium of entities with demonstrated effectiveness.
 - Is not an elementary or secondary school, except nontraditional public schools and area vocational schools?

WIA sec. 121 (d)(1)-(3)
Reference: State Planning Guidance

- 14. Has the Board identified, and do they maintain, the list of eligible youth service, training, and intensive training providers in the LWIA, with cost and performance data?**

WIA sec. 117(d)(2)(C)-(D)

- 15. Are there any youth service, training and/or intensive training providers on the list, who are determined to be ineligible?**

- 16. Did the Board provide at least a 30-day comment period on all plans or modifications to plans?**

WIA sec. 118(c)(2)
Reference: State Planning Guidanc.

- 17. Has the Board established conflict of interest provisions?**

WIA sec. 117(g)
Reference: State Planning Guidance

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- 18. Is the local Board or its staff**
- a. providing core or intensive services?**
 - b. Designated as a One-Stop Operator?**

WIA sec. 117 (f)(B)(i)-(iii)

Reference: State Planning Guidance

- 19. If yes, to (a) or (b) is there an agreement between the CEO and the Governor (State)?**

Reference: Approval Letter from the Governor's Office

- 21. Does the local Board provide training services?**

- 21. If yes, did the Governor approve a waiver request?**

WIA sec. 117 (f)(B)(i)-(iii)

- 22. Do the local Board and LWIA have a documented system and set of procedures for yearly program and financial oversight and monitoring of each service provider named in the MOU?**

20 CFR 667.410 (a)